

**CLEMSON UNIVERSITY STAFF SENATE**  
**June 14, 2016, 10:30 AM, Doug Kingsmore Baseball Facility**

Agenda

1. Approval of Minutes
2. Special Order of the Day
  - A. Martie Thompson and Heidi Zinzow, Tigers Together to Stop Suicide
  - B. Matt Bundrick, New Emergency Web Page
3. Open Commentary
4. President's Reports
  - A. Board of Trustees – The Board will meet July 14-17 in Clemson. Deveraux Williams will share a report with the Board on behalf of the Senate. His report is due June 24<sup>th</sup>.
  - B. Foundation Board
  - C. Other:
    1. Human Resources, Jim Kerr.
    2. Legislative Update, Tina White.
5. Treasurer's Report, Leslie Doss. Funds remaining in the budget as of June 13<sup>th</sup> are (a) Vending: \$1,906.20; (b) Staff Senate operating funds: \$1,834.02; (c) Travel: \$23.76; (d) SDP: -\$462.06.
6. Committee Reports
  - A. Standing Committees
    1. Activities, Roberta Balliet.
    2. Communications, Bindu Rangaraju.
    3. Membership, Shelly Geer and Bindu Rangaraju. Membership is offering more face-to-face opportunities for senators and constituents to interact with one another. Wear any shirt or name tag you have identifying you as a staff senator and join the Membership Committee at Harcombe on Wednesday, June 29<sup>th</sup> and Friday, July 22<sup>nd</sup> for lunch. Lunch is just \$5!
    4. Policy and Welfare, Terri Vaughan. 1) Lisa Gagnon with the TLP/TGP Task Force addressed the Staff Senate Executive Committee at the May 31 meeting. She has been invited to share updates with the full Staff Senate at the August 9 meeting. 2) New tuition assistance policy is available at [http://workgroups.clemson.edu/FIN5337\\_HR\\_POLY\\_PROC\\_MANUAL/view\\_document.php?id=46](http://workgroups.clemson.edu/FIN5337_HR_POLY_PROC_MANUAL/view_document.php?id=46). 3) Some staff members have expressed concerns about the new Conflict of Interest training and annual disclosure process that was rolled out in March to all CU employees. JoAnna Floyd of the Policy & Welfare Committee reached out to Alisha Oxendine, COI Administrator, about the concerns expressed. The new COI committee's first meeting was in May and they discussed the need to modify the process for staff members. The COI committee will meet again in the Fall Semester and will be working on modifying the training and disclosure process for staff in the next year. 4) The Policy and Welfare Committee will be planning some outreach to departments on campus in an attempt to encourage staff members to become staff senators. 5) There is a new Wellness Room open at AMRL (Advanced Material Research Lab). Contact Wendy Baldwin at 656-6337 for reservations and key. 6) Request for pregnant employee special parking spaces – email sent to Dan

Hofmann but no reply yet. 7) Goals for 2016-2017 – committee members will be prepared to discuss at our June 21 meeting what we want to accomplish this year.

5. Scholarship, Dan Hofmann.

B. University Committees

7. Unfinished Business

8. New Business

9. Announcements

- A. 2016-17 SDP Participants – Twenty-four staff members at Clemson University have been selected for the seventh year of the university's [Staff Development Program](#) (SDP).

The goal of the program is to allow staff members to grow personally and professionally while at the same time strengthening their engagement with the university. Participants must complete 150 hours of personal and professional development, university-related service and core curriculum activities geared towards increasing the engagement between participants and the university as a whole. Peer review committees oversee the process and help participants stay on track with their goals.

“It is a great day at Clemson University to give 24 permanent staff members the opportunity to achieve their professional, service, and personal goals in the Staff Development Program,” said Leigh Dodson, Staff Development Program incoming committee chair. “We are thrilled that the University’s Administration continues to advocate for this meritorious program for our own staff at Clemson University!”

The 24 staff members participating in the program for 2016-17 are:

- Frederick “Phil” Brooks, Info Resource Consultant I, University Housing & Dining;
- Ralph E. “Trey” Burrell III, Agriculture/Animal Associate II, Musser Fruit;
- William L. “Bill” Coburn, Lab Technologist III, Chemical and Biomolecular Engineering;
- Kristina Corbett, Account/Fiscal Analyst III, Office Admin & Research Support;
- Toni Crocker, Administrative Assistant, Records & Registration;
- Bonnie Duncan, Stu Services Program Coordinator II, Undergraduate Admissions;
- Susan K. Eller, Account/Fiscal Analyst II, Student Affairs Business Office;
- Talitha C. Ellington, Administrative Coordinator II, CUICAR Partnership Office;
- Matthew J. Fischer, Building/Grounds Supervisor II, Crop and Equipment Services;
- Shelly Geer, Administrative Assistant, Athletics/Vickery Hall;
- Kathy D. Glenn, Administrative Assistant, School of Accountancy;
- Cheryl L. Hayes, Administrative Manager I, Parking & Transportation Services;
- Kevin V. Hendricks, Information Resource Consultant I, Network Services & Telecomm;
- Keith Jones, Info Resource Consultant I, University Facilities:Support Services;
- Angela J. “Janet” Lollis, Administrative Coordinator I, Internal Audit;
- Joshua Morgan, Program Coordinator II, University Libraries;
- Tina K. Parker, Agricult/Animal Associate I, Research Services;
- Jodi Redlinger, Account/Fiscal Analyst II, Office Admin & Research Support;
- Elise Schnabel, Research Associate, Genetics and Biochemistry;
- Barbara A. Smith, Stu Services Program Coordinator. II, Environmental Engineering and Earth Science;
- Orenthia S. Smith, Building/Grounds Spec. II, University Facilities:Custodial-Recycle Services

- Gregory L. Telley, Procurement Specialist I, University Facilities:Support Services;
- Harry J. Thomas, Procurement Specialist II, Housing & Dining; and
- David VanDeventer, Building/Grounds Supervisor II, University Facilities:Custodial-Recycle Services.

B. Housing Survey – The City of Clemson is growing. The most evident growth is related to student housing. However, along with an increase in enrollment there is an increased demand for non-student housing. The City is interested in understanding exactly what the non-student housing needs are in Clemson so we can better plan and work towards meeting those needs. The first step is to hear from our citizens and University employees. We are encouraging everyone to take a few minutes to complete our Housing Survey which can be accessed by clicking on the following link: <https://www.surveymonkey.com/r/faculty-staff-graduatestudents-housingsurvey>

If you are an employee of Clemson University and resident of Clemson, there will be various prompts from the City encouraging you to participate in the survey. We prefer that Clemson University employees respond to the survey link here which has been sent to you via the University. It has questions not included in the Clemson citizen survey.

All of the information we will be gathering via this survey is anonymous. If you have any questions or concerns please contact Todd Steadman at 864-653-2050 or [tsteadman@cityofclemson.org](mailto:tsteadman@cityofclemson.org).

#### 10. Adjournment

**Next Meeting:** Tuesday, August 9, 2016, 10:30 a.m., Watt Family Innovation Center, Room 208

**CLEMSON UNIVERSITY STAFF SENATE**  
**June 14, 2016, 10:30 AM, Doug Kingsmore Baseball Facility**

Minutes

Members Present: Roberta Balliet, Mac Bevill, Kelli Blankenship, Laura Clay, Leigh Dodson, Leslie Doss, Billy Edwards, JoAnna Floyd, Shelly Geer, Dan Hofmann, Wendy Howard, Beverly Lavier, Jan Lay, Jeff Leyh, Amanda Menefee, Herb Parham, Cody Price, Janeen Putman, Bindu Rangaraju, Lavonne Sloop, Janine Sutter, Terri Vaughan, Michelle Voyles, Tom Warnock, Tina White, Janay Whitesel, Sue Whorton, Savannah Wigington, and Deveraux Williams

Members Absent: Phillip Addington, Debra Goss, Jeff Holliday, Adam Hunter, Jeff Kallin, Rusty McDonald, Aubrey Miller, Meg Newton, Rhonda Powell, Sarah Reeves, Tom Taylor, Joey Thames, Erin Thomas, Rebecca Trutwin, and Holly Williams

Guests: Matt Bundrick, John Gouch, Eric Hendricks, Jackie Todd, and Heidi Zinzow

1. Approval of Minutes: Tom Warnock moved to approve the minutes from the May 10, 2016 Staff Senate meeting as written. Terri Vaughan seconded the motion and the vote was unanimous. The minutes were approved.
2. Special Order of the Day
  - A. Tigers Together to Stop Suicide – Dr. Heidi Zinzow presented on the Tigers Together to Stop Suicide effort leading the charge to bring awareness to and prevent suicide in the college population. Suicide is the 2<sup>nd</sup> leading cause of death in college students while 3% of Clemson students have considered suicide. Dr. Zinzow also encouraged staff advocacy training so that staff can be more aware of risk factors around them.
  - B. New Emergency Web Page – Matt Bundrick and John Gouch spoke to the senate on CU's new Emergency Web Page. Emergency text alerts will now direct you to the website where the emergency and preparedness information is streamlined for ease-of-use. This is a mobile-friendly resource that will also be on the my.clemson phone app.  
Officer Eric Hendricks spoke to the senate about the CU "Rave Guardian" mobile app, basically being a blue emergency phone that you see all around campus directly on your mobile device. This app was created for streamlining student, staff, faculty, and guest safety, with features such as a push direct button to call CUPD and a "Guardian System" with timers to check on friends/family to make sure they made it safely to their destination. You can find more information on this useful application at <https://www.clemson.edu/cusafety/cupd/rave-guardian/>.
3. President's Reports
  - A. Board of Trustees – The Board will meet July 14-17 in Clemson. Deveraux Williams will share a report with the Board on behalf of the Senate. His report is due June 24<sup>th</sup>.
  - B. Foundation Board – Deveraux attended in order to see where funding is going. He suggested that in the future the president-elect shadow the Foundation Board before serving as president to get an idea of what it entails.
  - C. Other:
    1. Human Resources, Jim Kerr. None.
    2. Legislative Update, Tina White. Have not heard news regarding the status of cost of living increases. Nikki Haley has vetoed T. Ed Garrison Arena's \$1 million request. Also, the Tucker Hipps Transparency Act has been approved for university outreach and communications.

4. Treasurer's Report, Leslie Doss. Funds remaining in the budget as of June 13<sup>th</sup> are (a) Vending: \$1,906.20; (b) Staff Senate operating funds: \$1,834.02; (c) Travel: \$23.76; (d) SDP: -\$462.06.

5. Committee Reports

- A. Standing Committees

1. Activities, Roberta Balliet. Committee members are mulling over the idea of a wine & design style teambuilding this summer for senators, perhaps after work hours. More information will be forthcoming. Activities will also be speaking with Golden Harvest on the Backpack Program. Additionally, if funds permit, Activities will collaborate with ROTC to host an event in honor of Clemson's veterans. Ideally this will occur during Military Appreciation Week.
    2. Communications, Bindu Rangaraju. No report.
    3. Membership, Shelly Geer and Bindu Rangaraju. Membership is offering more face-to-face opportunities for senators and constituents to interact with one another. Wear any shirt or name tag you have identifying you as a staff senator and join the Membership Committee at Harcombe on Wednesday, June 29<sup>th</sup> and Friday, July 22<sup>nd</sup> for lunch. Lunch is just \$5!
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    5. Scholarship, Dan Hofmann. Staff Senate Scholarship payroll deduction slips will be going out again bundled with Parking & Transportation Services' outreach materials. Permits expire on June 30, 2016, so make sure to order your new parking decal. Scholarship is also looking at the CU Outdoor Lab as an exciting venue for a senate meeting. Dan also went over outreach/scholarship fundraising idea such as smaller events involving partnering with local businesses i.e. Glazed. Also mentioned was bringing back the CU Staff Senate golf tournament, but there are no hard details on these ideas yet.

- B. University Committees: No reports.

6. Unfinished Business: None.

7. New Business: None.

8. Announcements

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9. Adjournment: There being no further business to discuss, the meeting adjourned.

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